



## **Teaching and Learning Assistant** Recruitment Information

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## Teaching and Learning Assistant (full-time or part-time)

Immediate start

We are seeking to appoint an energetic and enthusiastic individual to join our team.

To be considered for the position you should demonstrate:

- Energy, enthusiasm and vision
- A commitment to improving the lives of young people
- A commitment to being part of the pastoral team and strive for excellence
- The ability to make inclusion a reality for all students
- The ability to forge strong working relationships with all key stakeholders

If you would enjoy working with young people aged 11-16 years we would very much like to hear from you.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

**Closing date for applications: 9am on 17<sup>th</sup> April 2023** (although we reserve the right to interview candidates ahead of the closing date).





## Teaching and Learning Assistant

### Job Description

<b>Job Title</b>	Teaching and Learning Assistant
<b>Salary</b>	Grade 3

#### Job Purpose

- To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupil achievement.

#### Line Management

Responsible to: SENCO

Liaison with: Department, the Local Advisory Body, external agencies and parents.

*The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

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<b>Main Duties &amp; Responsibilities</b>	
<b>Professional Values and Practice</b>	<p>Have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds and are committed to raising their educational achievement.</p> <p>Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and are concerned for their development as learners.</p> <p>Demonstrate and promote the positive values, attitudes and behaviours they expect from the pupils with whom they work.</p> <p>Work collaboratively with colleagues and carry out their roles effectively, knowing when to seek help and advice.</p> <p>Able to self-evaluate and discuss progress with colleagues.</p>
<b>Planning and Expectations</b>	<p>Contribute to preparation of classroom and educational resources that meet the diversity of pupils' needs.</p> <p>To be adaptable whilst working within a framework set by the teacher, planning their roles in lessons.</p> <p>Able to contribute to pupils' learning in and out of school contexts in accordance with school policies and procedures.</p> <p>To support pupils in exams as and when required.</p>
<b>Monitoring and Assessment</b>	<p>Able to develop skills necessary to support pupils in a range of settings, including one to one and small groups as directed by the teacher.</p> <p>Organise and manage safely the learning activities, the physical teaching spaces and resources for which they are given responsibility.</p> <p>Monitor pupils' participation and progress providing feedback. To give constructive support to pupils as they learn to become independent learners.</p> <p>Contribute to maintaining records of pupils' progress.</p> <p>Support inclusion of all pupils in the learning activities.</p>
<b>Additional Duties</b>	<p>To play a full part in the life of the school community and to support our core values.</p> <p>To implement all school policies.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</p> <p>To communicate effectively with the parents of students as appropriate.</p> <p>Where appropriate, to communicate and co-operate with persons or bodies outside the school.</p> <p>To follow agreed policies for communications in the school.</p>



## Teaching and Learning Assistant

### Person Specification

		Essential	Desirable
<b>Knowledge &amp; Qualifications:</b>	Qualifications in English and Maths to at least Level 2	✓	
	Understanding of how to support pupils' learning		✓
	Knowledge of school curriculum		✓
	Able to use ICT tools for own and pupils benefit	✓	
	Know a range of strategies to establish a purposeful learning environment and to promote good behaviour		✓
<b>Skills, Abilities &amp; Experience</b>	Knowledge of the national school curriculum		✓
	Good questioning skills	✓	
	Good observation and assessment skills	✓	
	Knowledge of the standard of work expected from pupils		✓
	Understanding of open-ended questioning	✓	
	Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale		✓
	Excellent communication and interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Confidentiality at all times	✓	
<b>Personal Qualities</b>	Calm under pressure, adaptable and energetic	✓	
	Caring and positive attitude	✓	
	Good listener and sensitive to pupils' needs	✓	
	A sense of responsibility	✓	
	Positive behaviour management	✓	
	Flexibility and use of initiative	✓	
	Sense of humour	✓	